



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst
Associate Governmental Program Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4446 SSA
\$4400 - \$5348 AGPA

Will consider both classifications for recruitment

DUTIES:

Under the general direction of the Director, Administration Division (C.E.A. Level 1) and the supervision of the Budget Officer (SSM I), the incumbent performs analytical budget duties of average difficulty for the State Treasurer's Office (STO) and the Boards, Commissions and Authorities (BCA's) under the Chair of the State Treasurer. Duties are primarily related to the state budgeting process, but also include projects of a general analytical nature. **The following duties are at the Associate Governmental Program Analysis classification and will be modified if position is filled at the Staff Services Analysis classification.**

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Assists in the development and preparation of the State Treasurer's Office and the Boards, Commissions and Authorities budgets.
- Implements the procedures for the development of the baseline budget for the annual Governor's Budget and budget change proposals (this includes coordination of all justification material necessary for the presentation and review of program changes).
- Monitors its approval through the executive and legislative review process.
- Responds to questions and/or requests from the Treasurer, STO Division Directors, Executive Directors, designated management/supervisory staff, and the Department of Finance.
- Performs special analysis, such as developing or updating electronic budget tracking and reporting systems (in Excel or Access).
- Researching, evaluating and making recommendations on various budgetary issues as assigned, such as sources of revenue and distribution of indirect charges.
- Administers, maintains, and revises the budgets for the STO and BCA's during the operating year, including reviewing fiscal reports for spending trends, and assists in coordinating with STO and BCA staff to gather fiscal information necessary for analysis.
- Provides interpretation of budget adjustments to STO and BCA staff.
- Performs special analysis on key fiscal issues as required or requested by management.
- Responds to Department of Finance "drills" and calendaring, preparing agendas and attending fiscal meetings with management staff.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good work habits and dependability

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a **Staff Services Analyst or Associate Governmental Program Analysis**.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-200-5157-xxx" or "820-200-5393-002" next to the classification on your application/resume, i.e., Staff Services Analyst (820-200-5157-xxx) or Associate Governmental Program Analysis (820-200-5393-002). Please provide proof of eligibility for admittance to the Staff Services Analyst (SSA) examination, i.e., college degree or transcript of completed number of units required for admittance to the exam.

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

